

CRIMINAL HISTORY RECORD CHECK
(Fingerprinting)

Connecticut requires that any person (teacher, administrator, special service staff member, teacher's aide, custodian, cafeteria employee, etc.) who is hired by a local or regional board of education submit to a state and national criminal history record check within the first 30 days of the date of employment. The process includes the checking of fingerprints by the State Police Bureau of Identification and the F.B.I. The results of the criminal history record checks (both state and federal) are reported to the employing school district. If the district receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the district shall notify the Bureau Educator Standards and Certification.

Locations Offering Fingerprinting Services:

Area Cooperative Educational Services (ACES)

350 State Street
North Haven, CT 06473-3108
Phone-203-498-6800
<http://www.aces.org>

Capitol Region Education Council (CREC)

111 Charter Oak Avenue
Hartford, CT 06106
(860) 524-4003
<http://www.crec.org/fp/fingerprinting.php>

Cooperative Educational Services (CES)

40 Lindeman Drive,
Trumbull, CT
(203) 365-8831
<http://www.ces.k12.ct.us/page.cfm?p=2523>

EASTCONN

376 Hartford Turnpike, Hampton, CT 06247
Phone-860-455-0707
www.eastconn.org

Education Connection

355 Goshen Road, P.O. Box 909,
Litchfield, CT 06759-0909
Phone-860-567-0863
<http://www.educationconnection.org/>

LEARN

44 Hatchetts Hill Road,
Old Lyme, CT 06371-1512
Phone-860-434-4800
<http://www.learn.k12.ct.us>

An appointment may be necessary for fingerprinting services offered by the RESCs. We suggest that you call the RESCs for specific details.

FREQUENTLY ASKED QUESTIONS

1. Who needs to be fingerprinted?

*In accordance with current statute, any person who is employed by a local board of education (teacher, administrator, special service staff member, teacher's aide, custodian, cafeteria employee, etc.) must submit to a state and national criminal history record check within the first 30 days of the date of employment. The only exception is that teachers of adult education, who are **not** required to hold certification for their positions (non-mandated, general interest programs only), are not required to submit to the criminal history record check unless directed by the employing district.*

2. How do I request a criminal history record check?

A person may obtain fingerprint packets (including fingerprint cards) and have their fingerprints taken at a local board of education, a Regional Educational Service Center (RES C), or the State Police Bureau of Identification.

3. If I am fingerprinted at a RESC, can my fingerprints be shared with other districts?

Yes. Individuals fingerprinted at a RESC, may have their fingerprint results shared with local or regional boards of education. The individual must provide a written request to the RESC indicating where the results should be sent.

4. If I am fingerprinted by a local school district, police department or by the State Police Bureau of Identification, can my results be shared with other districts?

No.

5. A criminal history record check (fingerprinting) was done last year for school district X. I served in that district for the entire year. Do I need to be fingerprinted again if I am applying to work in another district?

Yes, within the first 30 days of your date of employment.

6. I served as a substitute teacher in district X for two weeks last year. Do I need to have a criminal history record check (fingerprinting) done again, if I am employed by the same district for the coming school year?

No, continuous employment for substitute teachers is equal to one day of service each school year.

7. I was fingerprinted by a RESC last year, but was never employed by a board of education. Now that I have been hired, do I need to submit to a new criminal history record check (fingerprinting)?

Yes, within the first 30 days of your employment date.

8. Are school volunteers required to have a criminal history record check (fingerprinting)?

No. The statute does not require that volunteers submit to the criminal history record check. However, school districts are entitled to establish additional policies concerning criminal history record checks.

9. Are employees of private or independent schools required to submit to criminal history record checks?

No. The statute does not require criminal history record checks for private or independent schools. However, these schools are permitted by law to require criminal history record checks (fingerprinting).